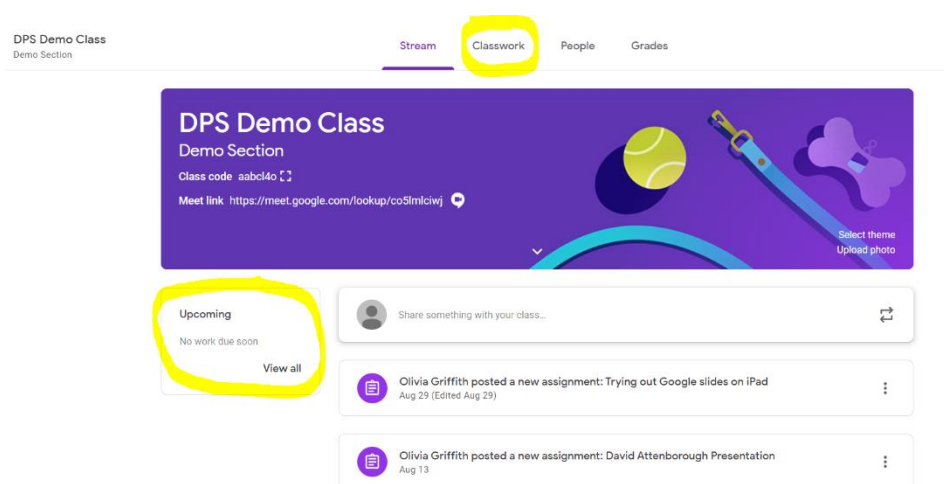


Adding a picture of your work to Google Classroom (laptop/computer)

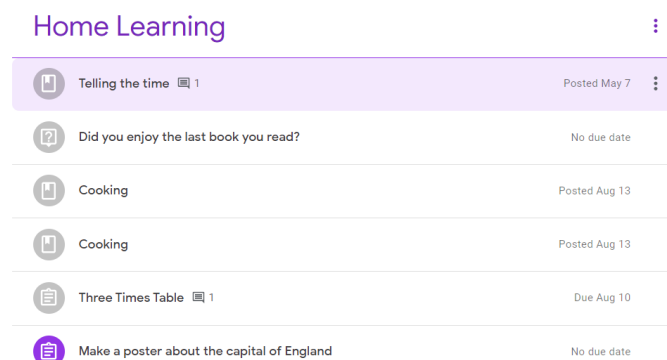


1. Make sure the photo you would like to upload to Google Classroom is already saved to your laptop/computer.
2. Sign in to Google Classroom following the step by step sign in guide.
3. When you get to your class, click on either upcoming work or the classwork tab.



4. Find the title of the homework or home learning you are looking for.

TIP - Grey assignments are ones you have completed. Coloured are ones you need to complete.



5. Click on the assignment you would like to add a photo to. Always remember to read the instructions the teacher has written.
6. Click view assignment.

The screenshot shows an assignment card for 'Three Times Table' with a due date of 'Due Aug 10'. It indicates the assignment was 'Posted Aug 6' and is 'Turned in'. The instructions are: 'Remember to continuing practising your three times table. Show me a picture of what you have done!'. Below the instructions, it says '1 class comment'. At the bottom of the card, there is a purple button labeled 'View assignment' which is circled in yellow.

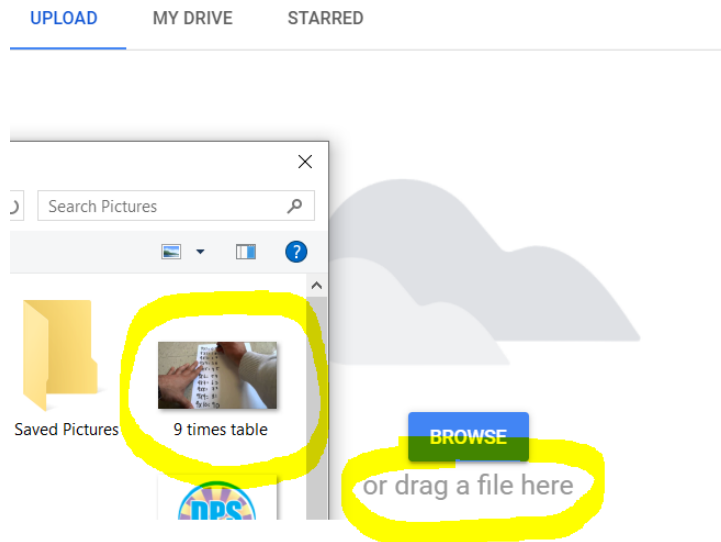
7. Click 'Add or create'.

The screenshot shows the details of the 'Three Times Table' assignment by Olivia Griffith, posted on Aug 6, with a due date of Aug 10. The instructions are: 'Remember to continuing practising your three times table. Show me a picture of what you have done!'. There is a 'Class comments' section with a text input field 'Add class comment...'. On the right side, there are two panels: 'Your work' and 'Private comments'. The 'Your work' panel shows a status of 'Missing' and a purple button '+ Add or create' which is circled in yellow, along with a 'Mark as done' button. The 'Private comments' panel has a text input field 'Add private comment...'.

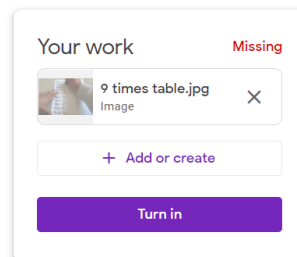
8. Click 'file'.

This screenshot shows the 'Add or create' menu that appears after clicking the '+ Add or create' button. The menu is titled 'Your work' and 'Missing'. It contains three main options: 'Google Drive', 'Link', and 'File'. The 'File' option is circled in yellow. Below these options is a 'Create new' section with a list of document types: 'Docs', 'Slides', 'Sheets', and 'Drawings'.

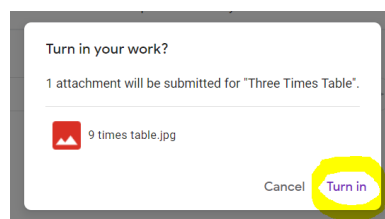
9. Find where you have saved your photo and drag it to the box to upload.



10. Your work will then appear here and all you need to do is click 'Turn in' or it may say 'hand in'.



11. Click 'Turn in' or 'Hand in' again.



12. Your work has been handed in and you should see this.

